



**MINUTES
CITY COUNCIL MEETING
May 16, 2023**

CALL TO ORDER

The meeting was called to order at 6:35pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, and Deirdre Kvale

Staff Present: City Administrator: Scott Weske; and City Clerk: Jeanette Moeller

Absent: Council: Gina Joyce (with prior notice)

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENTS – LONG LAKE NEWS, MEETING REVIEW AND UPDATES

Mayor Miner reported that the City Council will be hosting a community open forum meeting on May 18, 2023 to provide more information regarding the future of fire services. The forum will begin at 6:30 pm at Calvin Presbyterian Church, and Mayor Miner encouraged anyone interested to attend and receive updates. The Council will be giving a presentation with the latest information, to be followed by a time for the public to comment or ask questions.

APPROVE AGENDA

A motion was made by Dyvik, seconded by Feldmann, to approve the agenda as presented. Ayes: all.

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of May 2, 2023 City Council Work Session Meeting
- B. Approve Minutes of May 2, 2023 City Council Meeting
- C. Approve Vendor Claims and Payroll

Council member Kvale mentioned that in reviewing some of the invoices for claims paid, the invoices are addressed to 'Long Lake Fire Department Station 1 – Attention: James Van Eyll'. She asked if the City could change this information with vendors so that future billings would have Chief Heiland as the 'attention' and not the former Fire Chief.

City Administrator Weske confirmed that staff has been working on making these updates with the City's vendors.

A motion was made by Feldmann, seconded by Dyvik, to approve the Consent Agenda as presented. Ayes: all.

OPEN CORRESPONDENCE

No one was in attendance to address the City Council during Open Correspondence.

BUSINESS ITEMS

Authorization to Proceed with Development of New City Website

City Clerk Moeller provided an overview of possible options that she has been working through with Civic Plus, a government website provider, for an update to the City's website. She reviewed the expected annual costs for the updated site, explained the differences between the Premium and Ultimate package design levels, and highlighted options to include an Agendas and Meeting Management module and utilizing the new site to take the place of the current email subscriber list through Constant Contact. She shared examples of websites from other cities that were developed by Civic Plus, reviewed design elements, and highlighted functionality features. She explained that staff was looking for authorization and direction to move forward with Civic Plus for the development of a new website, to include the Agendas and Meeting Management module, under either the Premium or Ultimate design package. She noted that staff felt either option would be a vast improvement over the current website.

A motion was made by Kvale, seconded by Miner, to authorize staff to contract with Civic Plus for the design and implementation of a new City website to include the Agendas & Meeting Management module under the Ultimate web package.

Council member Dyvik asked what Civic Plus' support would include once the new website was set up.

Moeller responded that they would be involved with hosting, security, ADA compliance, data storage, customer service and training.

The Council asked some general questions about website layout, features, and staff time involved in web updates and meeting packet generation.

Ayes: all.

Planning for May 18, 2023 Follow-Up Forum Event Regarding Fire Department Updates

Moeller expressed appreciation to Calvin Presbyterian Church for allowing the City to host a meeting at their location once again. She confirmed that the LMCC will be at the meeting to assist with audio and to record video of the forum. She mentioned that she would not be able to attend the meeting because she would be on vacation, but gave an overview of the information that she would have ready and available for the event.

Mayor, Council and staff discussed the technical aspects and format of the meeting, reviewed and updated content in the draft presentation slides, and considered plans for administering the public comment period.

Updates and Discussion Regarding Fire Department Matters

Mayor Miner indicated that the Orono City Council will have a meeting on Monday, May 22 at which they will be hearing a presentation of their draft Fire Department needs assessment. He recalled that the Council had discussed the possibility of scheduling an additional work session meeting to discuss the outcome of the Orono Council meeting.

There was consensus of the Council to direct staff to schedule a work session on May 30, 2023 for discussing the outcome of the Orono Council meeting and to address additional Fire Department matters.

City Attorney Thames inquired whether the Council would want the same parties to be involved in the work session on May 30, 2023 that were involved in the May 16 work session.

Mayor Miner responded affirmatively and asked staff to check on the availability of the consultants to attend the work session as planned.

OTHER BUSINESS

LMCC Member Survey - Council member Kvale advised that the LMCC will be sending out a survey next week regarding the future of the organization as they face financial challenges.

Fire Engine Review - Council member Dyvik informed Council that he and Council member Feldmann would be having lunch tomorrow with Fire Chief Heiland at the Excelsior Fire District station in order to review the used engine the City would be purchasing.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:04 pm.

Respectfully submitted,

Scott Weske
City Administrator